

Purpose - Explain why the organization is developing a COOP Plan. Briefly discuss applicable Federal guidance and explain the overall purpose of COOP planning, which is to ensure the continuity of mission essential functions. Because of today's changing threat environment, there should be a stipulation that the COOP plan is designed to address the all-hazards threat.

Applicability and Scope - Describe the applicability of the plan to the organization as a whole, headquarters as well as subordinate activities, co-located and geographically disperse, and to specific personnel groups of the organization. Include a description of the scope of the plan. Ideally, plans should address the full spectrum of potential threats, crises and emergencies--natural as well as manmade.

- **Essential Functions**--The essential functions section should include a list of the organization's prioritized essential functions. Essential functions are those organizational functions and activities that must be continued under any and all circumstances.
- **Authorities and References**--This section should refer to an annex that outlines all supporting authorities and references that have assisted in the development of this coop plan.
- **Concept of Operations**--This section should explain how the organization will implement its COOP Plan, and specifically, how it plans to address each critical COOP element. This section should be separated into three phases: activation and relocation, alternate facility operations, and reconstitution.
- **COOP Planning Responsibilities**--This section should include additional delineation of COOP responsibilities of each key staff position, to include individual Emergency Relocation Group (ERG) members, those identified in the order of succession and delegation of authority, and others, as appropriate.
- **Logistics.**

Alternate Location--The alternate location section should explain the significance of identifying an alternate facility, the requirements for determining an alternate facility, and the advantages and disadvantages of each location. Senior managers should take into consideration the operational risk associated with each facility. Performance of a risk assessment is vital in determining which alternate location will best satisfy an organization's requirements.

Interoperable Communications--The interoperable communications section should identify available and redundant critical communication systems that are located at the alternate facility. These systems should provide the ability to communicate within the organization and outside the organization.